Lesson: Lesson 10: Securing and Sharing a Presentation

Multiple Choice

1. Use comments to \_\_\_\_\_\_\_\_\_\_.

a) remind yourself of tasks to complete on a slide

b) provide feedback while reviewing a presentation

c) point out a place where a change is needed

d) all of the above

Ans: d

Difficulty: Easy

Section Ref: Working with Comments

2. Which of the following does *not* display when you view a comment?

a) the full name of the person who inserted the comment

b) the date on which the comment was inserted

c) the number of words in the comment

d) both a and b

Ans: c

Difficulty: Medium

Section Ref: Working with Comments

3. Where can you find the Edit Comment option?

a) as a button on the Review tab

b) as a command on the Office menu

c) as a command on a shortcut menu

d) both a and c

Ans: d

Difficulty: Medium

Section Ref: Working with Comments

4. Which of the following is an option on the Delete button’s drop-down list?

a) Delete

b) Delete All Markup on the Current Slide

c) Delete All Markup in this Presentation

d) all of the above

Ans: d

Difficulty: Medium

Section Ref: Working with Comments

5. If you save a PowerPoint 2010 presentation that contains SmartArt graphics to an earlier version of PowerPoint, such as PowerPoint 97-2003, what will happen to the graphics?

a) They will look the same but you will not be able to edit them.

b) They maintain the same functionality as in PowerPoint 2010.

c) They will disappear from the slides.

d) They will be converted to empty placeholders.

Ans: a

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

6. How are comments from different users differentiated?

a) Initials

b) Symbols

c) Shapes

d) both a and c

Ans: d

Difficulty: Medium

Section Ref: Working with Comments

7. How are comments numbered?

a) By order in the presentation

b) By order in which they were created

c) By author

d) By length

Ans: b

Difficulty: Medium

Section Ref: Working with Comments

8. Use the \_\_\_\_\_\_\_\_\_\_ pane to see what differences exist between merged versions of a presentation.

a) Modify

b) Revisions

c) Compare

d) Combine

Ans: b

Difficulty: Medium

Section Ref: Merging Changes from Multiple Copies of a Presentation

9. How do you add a password to a presentation?

a) File, Protect Presentation, Encrypt with Password.

b) Review, Security, Password

c) View, Security, Set Password

d) File, Save & Send, Password

Ans: a

Difficulty: Medium

Section Ref: Protecting a Presentation

10. Which of these would be the hardest password to guess?

a) Gertrude

b) 1492

c) ProtectMe

d) RS$4621@

Ans: d

Difficulty: Easy

Section Ref: Protecting a Presentation

11. What happens to your editing ability when you mark a presentation as final?

a) Nothing; you can edit the presentation as before.

b) You cannot open or view the presentation.

c) You cannot edit it unless you click Edit Anyway.

d) You cannot edit it unless you type the password.

Ans: c

Difficulty: Medium

Section Ref: Protecting a Presentation

12. Which file format saves each slide as a graphic, and then replaces the slide's content with that graphic?

a) RTF

b) Photo album.

c) Picture presentation

d) JPEG

Ans: c

Difficulty: Medium

Section Ref: Protecting a Presentation

13. Which of these file formats is a platform-independent page layout format?

a) XPS

b) PPS

c) TXT

d) JPEG

Ans: a

Difficulty: Easy

Section Ref: Saving a Presentation in Different Formats

14. What format is used when you save a presentation as an outline?

a) PDF

b) PPS

c) TXT

d) RTF

Ans: d

Difficulty: Easy

Section Ref: Saving a Presentation in Different Formats

15. What format saves a presentation so that it opens in Slide Show view when you double-click the file?

a) PDF

b) PPSX

c) PPD

d) PPTX

Ans: b

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

16. In what format does PowerPoint create a video from a presentation?

a) CD

b) WMV

c) MOV

d) QT

Ans: b

Difficulty: Medium

Section Ref: Creating a Video

17. How are comments identified?

a) Windows login

b) Initials of the user who entered them

c) They are not identified

d) Network address of the user who entered them

Ans: b

Difficulty: Medium

Section Ref: Working with Comments

18. To add a new comment to a slide, use the New Comment button on the \_\_\_\_\_\_ tab.

a) View

b) Home

c) Insert

d) Review

Ans: d

Difficulty: Medium

Section Ref: Working with Comments

19. To delete a comment, select it and then click the \_\_\_\_\_\_\_\_ button on the Review tab.

a) Delete

b) Remove

c) Clear

d) Cancel

Ans: a

Difficulty: Easy

Section Ref: Working with Comments

20. If you save a presentation as a Picture Presentation, what do you get?

a) A presentation where each slide's image has been converted to a graphic and then reinserted as a full-slide graphic on a blank slide.

b) A file folder containing JPEG graphics of each slide

c) A version of the presentation where all the text has been removed, leaving only the pictures

d) The same thing as a Photo Album presentation

Ans: A

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

21. Which of these file formats results in an uneditable, platform-independent file?

a) docx

b) jpg

c) pdf

d) ppt

Ans: d

Difficulty: Medium

Section Ref: Protecting a Presentation

22. When you save a presentation as an outline, in what file format is it saved?

a) docx

b) docm

c) wri

d) rtf

Ans: d

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

23. A PowerPoint \_\_\_\_\_\_\_\_\_ file is just a regular presentation except it opens in Slide Show view by default.

a) Show

b) Template

c) Master

d) Animated

Ans: a

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

24. What command would you use to save an individual slide as a graphic?

a) File, Convert

b) File, Save As

c) File, Send To

d) File, Digitize

Ans: B

Difficulty: Hard

Section Ref: Saving a Presentation in Different Formats

25. To create a video from a presentation, click the File tab, click \_\_\_\_\_\_\_\_\_\_, and click Create a Video.

a) Save As

b) Convert

c) Save & Send

d) Show Options

Ans: c

Difficulty: Medium

Section Ref: Creating a Video

True/False

26. If nothing is selected on a slide, a new comment marker displays in the center of the slide by default.

Ans: False

Difficulty: Easy

Section Ref: Working with Comments

27. Comments appear in different colors for each user who makes a comment.

Ans: True

Difficulty: Medium

Section Ref: Working with Comments

28. The term "markup" refers to both comments and marked changes in the file.

Ans: True

Difficulty: Medium

Section Ref: Working with Comments

29. To delete a comment, select it and press Delete.

Ans: True

Difficulty: Medium

Section Ref: Working with Comments

30. Use the Review, Combine command to combine presentations.

Ans: False

Difficulty: Medium

Section Ref: Merging Changes from Multiple Copies of a Presentation

31. The Show Markup button on the Review tab shows or hides both comments and marked changes to the file.

Ans: True

Difficulty: Easy

Section Ref: Working with Comments

32. Use the Mark as Final feature to put a password on a file for security.

Ans: False

Difficulty: Medium

Section Ref: Protecting a Presentation

33. An XPS file can be displayed in the XPS Viewer utility, which comes free with Windows Vista and higher.

Ans: True

Difficulty: Easy

Section Ref: Saving a Presentation in Different Formats

34. When you export text as an outline from PowerPoint, text in manually-placed text boxes or in shapes is not included.

Ans: True

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

35. By default PowerPoint creates videos in QuickTime format.

Ans: False

Difficulty: Medium

Section Ref: Creating a Video

36. To remove a password from a PowerPoint presentation file, change it to a null string.

Ans: True

Difficulty: Medium

Section Ref: Protecting a Presentation

Fill-in-the-blank

37. You can find the Show Markup button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Review

Difficulty: Easy

Section Ref: Working with Comments

38. The \_\_\_\_\_\_\_\_\_\_ feature merges two presentation files.

Ans: Compare

Difficulty: Medium

Section Ref: Merging Change s from Multiple Copies of a Presentation

39. A \_\_\_\_\_\_\_\_\_ is a word or phrase you must enter to get access to a file.

Ans: password

Difficulty: Easy

Section Ref: Protecting a Presentation

40. When you mark a presentation as \_\_\_\_\_\_\_\_\_, you can no longer edit it or add comments.

Ans: final

Difficulty: Medium

Section Ref: Protecting a Presentation

41. To make a PDF of your presentation, click the file tab, click \_\_\_\_\_\_\_\_\_\_\_\_, and click Create PDF/XPS Document.

Ans: Save & Send

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

42. If you save a presentation in XPS format, it opens in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ utility when you double-click it.

Ans: XPS Viewer

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

43. \_\_\_\_\_\_\_\_\_\_\_ is a standard that many applications, including free Office suites such as OpenOffice, use to ensure compatibility between programs.

Ans: OpenDocument

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

44. A PowerPoint Show file is the same as a regular PowerPoint file except it opens in \_\_\_\_\_\_\_\_\_\_\_\_ view by default.

Ans: Slide Show

Difficulty: Easy

Section Ref: Saving a Presentation in Different Formats

45. To create a video from a presentation, click File, \_\_\_\_\_\_\_\_\_\_\_, Create a Video.

Ans: Save & Send

Difficulty: Medium

Section Ref: Creating a Video

46. A \_\_\_\_\_\_\_\_\_\_\_\_ is a note you insert on a slide to communicate with collaborators.

Ans: comment

Difficulty: Easy

Section Ref: Working with Comments

47. The \_\_\_\_\_\_\_\_\_ feature merges two presentation files. You can then use the Revisions pane to see what differences exist between the merged versions, and accept or reject each revision.

Ans: Compare

Difficulty: Medium

Section Ref: Merging Changes from Multiple Copies of a Presentation

48. A \_\_\_\_\_\_\_\_\_\_\_ is a word or phrase that you must enter in order to get access to a file.

Ans: Password

Difficulty: Easy

Section Ref: Protecting a Presentation

49. \_\_\_\_\_\_\_\_\_\_\_\_\_ is a standard format that many applications accept, including free Office suites like OpenOffice.

Ans: OpenDocument

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

Short Answer

50. What button do you use to add a comment to a slide?

Ans: New Comment

Difficulty: Easy

Link: Working with Comments

51. What shortcut menu command lets you remove a comment from a slide?

Ans: Delete Comment

Difficulty: Medium

Section Ref: Working with Comments

52. Where does a comment marker appear on a slide if no object is selected when yo insert a comment?

Ans: Upper left corner of the slide

Difficulty: Medium

Section Ref: Working with Comments

53. How do you open a comment for editing?

Ans: Click the comment marker and then click Edit Comment.

Section Ref: Working with Comments

54. What pane shows the differences between two presentations?

Ans: Revisions pane

Difficulty: Hard

Section Ref: Merging Changes from Multiple Copies of a Presentation

55. When you mark a presentation as final, the \_\_\_\_\_\_\_\_\_\_\_ is hidden.

Ans: Ribbon

Difficulty: Hard

Section Ref: Marking a Presentation as Final

56. What happens to SmartArt when you save a presentation in OpenDocument format?

Ans: Converted to regular graphics

Difficulty: Hard

Section Ref: Saving a Presentation in Different Formats

57. In what format would you save a presentation if you wanted to share it with someone who uses Google Docs?

Ans: OpenDocument

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

58. What is the extension on a PowerPoint Show file?

Ans: .ppsx (.ppsm is also an acceptable answer)

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

Essay

59. If you insert your first comment on slide 3 and your second comment on slide 2, what number will the comment on slide 2 show?

Ans: The comment on slide 2 will be numbered 2 because it is the second one entered.

Difficulty: Medium

Section Ref: Working with Comments

60. Explain how to attach a comment to a picture on a slide.

Ans: Select the picture and then click New Comment to associate the comment marker with the picture.

Difficulty: Medium

Section Ref: Working with Comments

61. You have formatted pictures with reflections and shadows. What is likely to happen to those effects if you save the presentation to an earlier version of PowerPoint?

Ans: The effects will be converted to pictures.

Difficulty: Hard

Section Ref: Saving a Presentation in Different Formats

62. How could you duplicate the result of creating a picture presentation using other PowerPoint commands?

Ans: You could use Save As to save each slide as a graphic image, and then use the Insert Picture command to insert each image on a separate slide in a new blank presentation.

Difficulty: Hard

Section Ref: Saving a Presentation in Different Formats

63. How can you set a password for a presentation file so that it can be opened but changes cannot be saved?

Ans: Click File, Save As. Click Tools, General Options. Enter a password in the Password to Modify box.

Difficulty: Hard

Section Ref: Protecting a Presentation

64. Explain why someone might prefer XPS format over PDF format.

Ans: XPS documents can be read with the XPS reader that comes with Windows Vista and higher. A PDF document requires a PDF reader to be separately installed.

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

65. How could you open an XPS version of a presentation in Windows XP, which does not have an XPS Viewer?

Ans: You could download a free viewer utility from Microsoft.com.

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

66. How can you export an outline to Word using the Send to Microsoft Word dialog box?

Ans: Click File, Save & Send, Create Handouts, Create Handouts. In the Send to Microsoft Word dialog box, click Outline Only and click OK.

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

67. What do the initials on a comment stand for?

Ans: Initials on a comment stand for the first and last name of the current user.

Difficulty: Medium

Section Ref: Working with Comments

68. A PowerPoint Show file (ppsx extension) opens by default in Slide Show view. How would you get to Normal view so you can edit it?

Ans: Open the file; it opens in Slide Show view. Then switch to Normal view as you would with any presentation.

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

69. How would you save a slide as a TIF image?

Ans: Select the slide, and the choose File, Save As. Open the Save as type drop-down list and choose the TIF format. Specify a file name and click Save.

Difficulty: Medium

Section Ref: Saving a Presentation in Different Formats

70. How can you restore full editing capability after marking a presentation as final?

Ans: Click the Edit Anyway button on the information bar.

Difficulty: Medium

Section Ref: Protecting a Presentation